



Test Coordinator Responsibilities

Preparatory Duties Before Test Day

Register for www.preparingtexas.org

**Announcements**



COVID-19 TEST ADMINISTRATOR COURSES
BinaxNOW, CareStart, and CUE

Read our COVID-19 Rapid Test Administrator Course Guide

CLICK HERE OR **VISIT**
bit.ly/tdemcovidtestguide

Click here for our [BinaxNOW RapidTest Courses & Resources](#) document. It provides helpful instructions and resources on accessing and enrolling in the courses below. Click the course name to access the enrollment page for each course!

- **BinaxNOW 100**: for non-medically trained individuals
- **BinaxNOW 200**: for medically trained individuals
- **BinaxNOW 300**: for businesses
- **CareStart 100**: for non-medically trained individuals
- **CareStart 200**: for medically trained individuals
- **CUE 100**: for non-medically trained individuals
- **CUE 200**: for medically trained individuals

Course Type:

Browse by Provider

TDEM Course Catalog

TDEM HazMat Course Catalog

National Domestic Preparedness Consortium

The NDPC is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD) hazards.

More Info on the NDPC

- [Overview of NDPC Training Partners](#)
- [VIDEO: 'NDPC Overview'](#)

During registration for preparingtexas.org, in the space for "Agency," list the associated agency or organization for which you will coordinate testing.

Register for a User Account Step 2/6

Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).

Work Address

Agency or Organization Name:

Address 1:

Address 2:

City, State:

ZipCode:

County:

***Phone:** ###- ext.

Fax: ###-###-####

Cell: ###-###-####

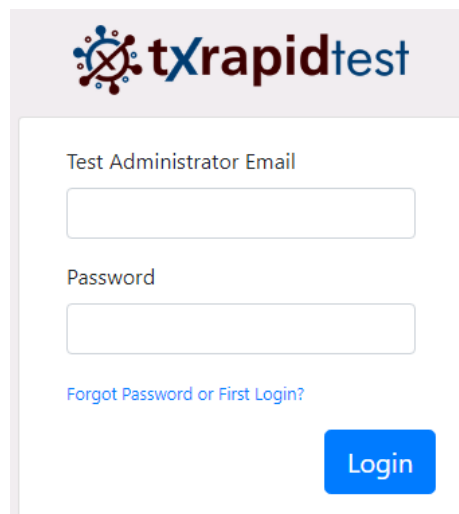
Bold Denotes Required Field

Test Coordinator Responsibilities

After creating an account on the *Preparing Texas* web site, log in and take the antigen test training course corresponding to both your level of medical experience and also with the specific test in use at your site. The following courses are available for COVID-19 Antigen Testing:

1. **Binax-100:** This course is for **non-medically trained** individuals that will be using the BinaxNOW Antigen Test
2. **Binax-200:** This course is for **state medical-certified/licensed** individuals that will be using the BinaxNOW Antigen Test
3. **CareStart-100:** This course is for **non-medically trained** individuals that will be using the CareStart Antigen Test
4. **CareStart-200:** This course is for **state medical-certified/licensed** individuals that will be using the CareStart Antigen Test

Individuals who successfully complete the required antigen testing course receive login information for the testing application at <https://app.txrapidtest.org>. The registration process *may take up to twelve hours* before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest login interface. At the top is the txrapidtest logo. Below it are two input fields: 'Test Administrator Email' and 'Password'. Below the password field is a link that says 'Forgot Password or First Login?'. At the bottom right is a blue 'Login' button.

<https://app.txrapidtest.org>

Phone support @ (512) 399-8050

Email support @ support@txrapidtest.org

FAQ @ <https://helpdesk.txrapidtest.org>

TDEM Coordination

The Test Coordinator will serve as a single primary point of contact with TDEM related to training and test supplies. They will also serve as a conduit for testing information coming from TDEM to the Coordinator's agency/organization.

Agency Coordination

Test Coordinator Responsibilities

Serve as point-of-contact for all agency/organization locations participating in the testing program (or considering participation).

Serve as a resource for Test Administrators to troubleshoot problems encountered with the testing.

Identify and see to the training of an *Alternate Test Coordinator* that can serve in the event the primary person in this position is unable to do so.

Advise their agency/organization as to the various testing strategies.

Advise Test Administrators of the preparingtexas.org training requirements and the data reporting system at <https://app.txrapidtest.org>. Serve as a resource for Test Administrators who encounter problems completing training on preparingtexas.org.

Ensure Test Administrators are trained and understand the use of the data portal before receiving testing materials.

Other Considerations:

- Identify and provide for any necessary set up of any designated testing locations.
- Ensure that the testing location has all of the equipment necessary for the Test Administrators to conduct testing.
- Provide testing materials and PPE to Test Administrators before the initiation of testing activities.

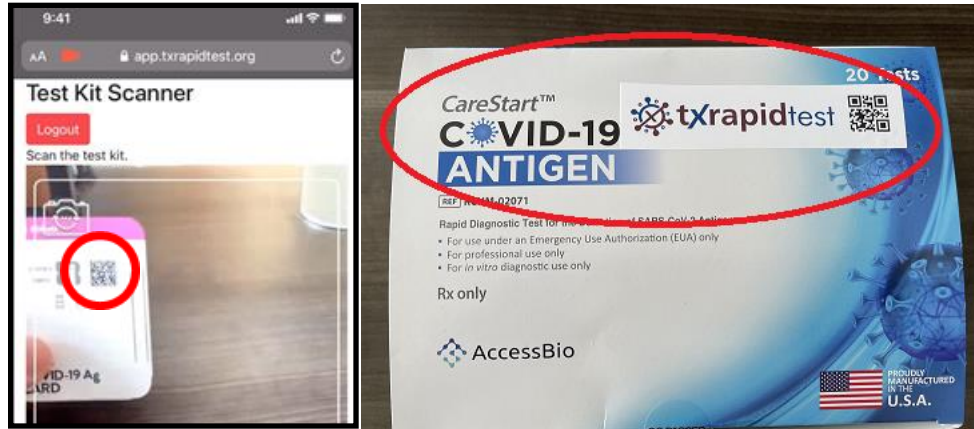
Duties of the Coordinator

Ensure quality control of the testing materials conducted within the agency/organization.

Ensure that every test kit that is used for quality control testing or training is reported through the app.txrapidtest.org application. For these kits, rather than reporting positive or negative results, the Test Administrator should choose the option for "Test not Performed". The Test Administrator conducting the quality control test or training should use their own personal information to enter into the system.

When reporting test results using the app.txrapidtest.org application, open a new record by scanning the QR code present on the individual BinaxNOW test card or the QR code present on the CareStart test box.

Test Coordinator Responsibilities



Serve as the subject matter expert for the agency/organization regarding testing procedures of this specific program.

Ensure Test Administrators are reporting results as required and serve as a resource if they encounter difficulties. Notify the TDEM Test Coordinator of any problems associated with testing.

Duties for Demobilization of Testing

Serve as point-of-contact for TDEM concerning demobilization of testing activities.

Provide guidance to Test Administrators regarding demobilization of the test site at their location.

Ensure all reporting has been completed as required by DSHS.

See to the return of test instruments and supplies as directed by TDEM.

Contact Information

Abbott Labs Technical Support for BinaxNOW Test Kits – 1(800)257-9525

**Access Bio, Inc. Technical Support for CareStart Antigen Test Kits -
info@accessbio.net**

Agencies and organizations with questions may reach out to TDEM for guidance and operational support at (512) 695-1357. TDEM can be reached by e-mail as listed below:

For questions and guidance: antigentesting@soc.texas.gov

For test kit supply requests: resupply@tdem.texas.gov